

VLAB - Governance Committee
February 23, 2021
Highlights

I. By-laws and Election procedures

- Date documents each time changes are made. The date of the final adoption of the draft or edits will also be listed.
- Suzanne will clean up the draft documents (e.g. consistent font, dates) before the Governance Committee introduces the recommended edits for board approval at the March meeting following the voting results to hold elections bi-annually or annually. (See attached)
- We agreed to an internal and external annual review of the Board's performance. (See attached.) Paul will review and edit, and recommend a timeline to administer.

II. Annual Report and Standard Operating Procedures

- We reviewed and discussed Paul's recommendations. It was agreed that the board is responsible for monitoring or following up on the implementation or progress of the recommendations reported to the Governor; however, his administration bears responsibility to provide substantive and concrete feedback to help the Board best advise the Governor and formulate recommendations that are current, realistic and that best meet the needs of our constituents. We also agreed on using various mechanisms to share our report. Paul will meet with the other affiliate chairs and bring this topic up for discussion.
- Suggestion made to draft standard guidance for the annual report that includes a timeline, suggested format or outline, how to work with administration, tracking progress, etc. Suzanne has a timeline and some guidance to start us off with.
- The status of the standard procedural manual was raised and Suzanne was told that the manual was an internal document, but will work to make it a board document. The Governance committee will review and enlist Melody who expressed an interest in the past to help.
- Discussion ensued on establishing a strategy to track our policy decisions and other board documents other than the annual report to maintain an historical record and help with transition.

III. Meeting Schedule

- It was to establish a regular meeting schedule for every other month.